S E C R E T

OFFICE OF TRAINING

OPERATIONS SCHOOL
Headquarters Training

CS NAME CHECK COURSE NO. 4

28 June - 2 July 1965

Room 1A07, Headquarters Building

STUDENT OBJECTIVES

1. To understand the responsibilities of the CS for name checks, both in Headquarters and in the field.

2. To gain an appreciation of the importance of name checking as one phase in the investigative process.

3. To understand the role of records in respect to the name check process.

4. To become familiar with available resources and repositories of information useful in name checking, and to understand how to obtain and exploit them.

5. To become proficient in CS name check procedures and practices.

6. To become familiar with ways of improving the CS Records System in the course of running a name check.

25X1A9a   ████████████ Chief Instructor

Office: Room 615, 1000 Glebe Road

Ext. 2141

25X1A9a

Monday, 28 June 1965

0830 - 0920   Administration and Course Content

0930 - 0950   The Name Check

1000 - 1100   The Name Checker's Role and It's
Significance
                               25X1A
1100 - 1200   Reading:

████████████████

1200 - 1300   Lunch

1300 - 1350   The Biographic Investigation

1400 - 1600   The CS Records System

1610 - 1700   CS Auxiliary Indices

**Tuesday, 29 June 1965**
                                        25X1A8a
0845 - 1200   The Name Check Cycle -██ Mechanics

                               Note: See tab: "Name Check
          25X1A8a   Cycle-██ Mechanics" (in
                               student kit) for reading
                               material.

1200 - 1300   Lunch   25X1A8a

1300 - 1350   The Name Check Cycle██ Mechanics   Ditto
                  (continued)
                               25X1A8a
1400 - 1500   Tour of the ██████████   Ditto

1500 - 1700   Introduction to the Non-CS Indices   ████████ 25X1A9a

                  Note: See tab "OCR Resources"
                  in student kit for reading material.

Wednesday, 30 June 1965   25X1A9a

0900 - 0945   Office of Security Indices

               Note: See tab "National Agency
               Name Check" in student kit for
               reading material.

1000 - 1100   Office of Security Biographic Services

1100 - 1200   Reading

1200 - 1300   Lunch

> NOTE: The following class will be held in
> Room 1E-78. Students will assemble there promptly
> at 1300

1300 - 1430   OCR Biographic Register

> NOTE: The following class will be held in
> Room 1A-07. Students will assemble there
> following the OCR/BR tour.

1445 - 1530   Name Checking (Film)

1540 - 1700   The Name Check - Practical Exercise

Thursday, 1 July 1965

0830 - 1200   The Name Check - Practical Exercise
               (continued)

1200 - 1300   Lunch

1300 - 1630   The Name Check - Practical Exercise
               (concluded)

1630 - 1700   Preparation and Submission of
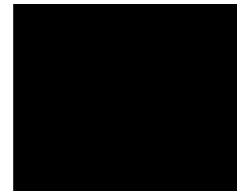   Questions for Final Seminar.

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CONFIDENTIAL

Friday, 2 July 1965

Time	Event	
0900 - 1000	Writing a Meaningful Report	To be announced
1010 - 1110	Machine Collation Programs	
1120 - 1230	Preparation and Submission of Written Critiques	25X1A9a
1230 - 1330	Lunch	
1330 - 1430	Final Seminar	Panel
1440 - 1500	Final Administration	25X1A9a